THE UNITING PRESBYTERIAN CHURCH IN SOUTHERN AFRICA
BURSARIES COMMITTEE – PRESBYTERIAN EDUCATIONAL FUND

APPLICATION FOR BURSARY FOR

HIGH SCHOOL STUDY in 2015

(GRADE 8 to GRADE 12 / 'O' or 'A' LEVEL ONLY)

DO NOT USE THIS FORM IF YOU APPLYING **FOR COLLEGE/UNIVERSITY**

CLOSING DATE: 30 SEPTEMBER 2014

NB: **READ** THE **INFORMATION SHEET** (pages 7, 8) **BEFORE** you fill in this form

1. SURNAME: ……..…. AGE: …… DATE OF BIRTH: yyyy / mm / dd

MALE / FEMALE: ……. I D NUMBER: …….……

FIRST NAMES: ……

HOME ADDRESS: ……
……

POSTAL ADDRESS: …….
…….
……. CODE: ……...

TEL NO: ……(Land line) CELL NO: ……

E-MAIL ADDRESS: …….

NAME OF **UPCSA CONGREGATION** WHERE YOU WORSHIP and your **PRESBYTERY**:

Congregation: …… Presbytery: .....……

HAVE YOU BEEN CONFIRMED?: YES NO .

If you **are 18 years old** and **NOT** CONFIRMED please **EXPLAIN WHY NOT** :
If you **are** confirmed but you **do not have** a Confirmation Certificate, **EXPLAIN WHY NOT** :
.....
.....
YOU MUST ALSO submit a letter from your minister with his/her explanation.

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2. a) DID YOU RECEIVE A BURSARY **from the Presbyterian Educational Fund** in 2014? YES / NO.

b) DID YOU RECEIVE A BURSARY or ASSISTANCE from **any OTHER** source in 2014? YES / NO
IF YOUR ANSWER to b) IS YES, PLEASE **SUPPLY DETAILS**:

NAME OF SPONSOR/FUND: …… AMOUNT RECEIVED: …….

c) WILL YOU RECEIVE ASSISTANCE FROM THE SPONSOR in b) in 2015? YES / NO
If not, why not? .....

d) Have you applied / Will you still apply to **ANOTHER** FUND (**NOT PEF**) FOR HELP IN 2015? YES / NO
IF YES, PLEASE GIVE DETAILS:
……..……
……..……
IF NO, PLEASE EXPLAIN WHY NOT:
……..……
……

3. NAME of SCHOOL YOU ARE ATTENDING **in 2014**:

…….....……

POSTAL ADDRESS OF THE ABOVE SCHOOL:

…….....…….

……POST CODE:…….....…….

E-MAIL address of school:.....

FAX NUMBER: ..... **TELEPHONE NUMBER**: .....

WHAT GRADE / FORM ARE YOU IN this year?:…….....…….

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4. IF **NOT** THE SAME AS IN 3.:
NAME OF SCHOOL YOU HOPE TO ATTEND **IN 2015**:

……..……

E-MAIL ADDRESS of this school: .....

FAX NUMBER: ..... **TELEPHONE NUMBER**: .....

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5. WHAT ARE THE **EXPECTED** SCHOOL FEES **FOR 2015**?:

Please CIRCLE your **CURRENCY**: FEES to be PAID in **S A Rands / US $ / Zambian K**

(i) **TUITION ONLY**:

a) NUMBER OF TERMS: _____ Fees per TERM: AMOUNT: _____

OR **(do not fill in both)**

b) NUMBER OF MONTHS: _____ Fees per MONTH: AMOUNT:_____

IF YOU WILL BE IN HOSTEL / BOARDING, EXPLAIN WHY THIS IS NECESSARY:

.....

.....

(ii) **HOSTEL / BOARDING**:

a) Fees paid **per TERM:** AMOUNT: _____ NUMBER OF TERMS: _____

OR b) Fees paid **per MONTH:**AMOUNT:_____ NUMBER OF MONTHS: _____

PLEASE INDICATE by circling: SCHOOL HOSTEL OR PRIVATE BOARDING

6. <u>ESSAY</u>: THIS ESSAY **MUST** BE **HAND-WRITTEN BY THE APPLICANT**

Your essay should tell us about yourself and your family, your interests and plans for your future, and explain to the Bursaries Committee why you think you should be considered for a bursary. It is not good enough to say the reason you need a bursary is that you can't pay fees.

If you **really** need more paper, either photocopy this page or use a page of A4 and enclose with this form

.....

SIGNATURE OF APPLICANT

DATE SIGNED: yyyy / mm / dd

THIS PAGE TO BE FILLED IN BY PARENT / GRANDPARENT / GUARDIAN:

COMPULSORY: **IF** THIS QUESTION IS **NOT ANSWERED** THE **PEF WILL NOT** CONSIDER THE APPLICATION.

7. HOW MUCH **WILL YOU and/or** the **FAMILY PAY** TOWARDS APPLICANT'S FEES? **:**

AMOUNT YOU WILL PAY:..... Rands / US$ / Zambian K
(indicate currency)

8. **THE PEF MAY PAY as little as 10% of the tuition FEES:**
HOW WILL YOU MEET THE BALANCE OUTSTANDING:

1) APPLY FOR REDUCTION IN FEES / BURSARY FROM COLLEGE / UNIVESITY? ____.
2) TRY TO FIND ANOTHER SPONSOR, BURSARY? ____.
3) SEEK ASSISTANCE FROM CONGREGATION / FAMILY/ FRIENDS? ____.

9. NUMBER of ADULTS **who are working** or **who receive income** (eg pension) and **who will assist with payment of fees** :.....
(working means **employed OR self-employed** (eg vending), whether Full Time, Part Time or casual)

10. NUMBER of SIBLINGS at SCHOOL/COLLEGE/UNIVERSITY:.....
PLEASE SUPPLY DETAILS: (**DO NOT include applicant or children you do not pay fees for**)

NAME	AGE	SCHOOL (Grade/Form) **OR** COLLEGE/UNIVERSITY(Year) and QUALIFICATION
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

11. NAME of GRAND-/ PARENT(S) /GUARDIAN: STATE **your RELATIONSHIP** to APPLICANT:
(i.e.MOTHER / FATHER/ GRANDMOTHER/G'FATHER/GUARDIAN)

e.g .**Martha Ncube**..... e.g.**Grandmother**.....
....
....
....

12. **FAMILY MEMBERS with INCOME who will assist with** payment of fees | **OCCUPATION / SOURCE OF INCOME** | **NAME OF EMPLOYER ***: (*company name / private individual)

1	.....	.....
2	.....	.....
3	.....	.....
4	.....	.....

(**Proof of income** must be supplied by way of copy of **latest payslip**, **Pension / Grants income receipts or** if in the informal sector: a **letter of confirmation from minister/Interim Moderator or an affidavit, stating the amount of money you earn / receive on average per month. NB - see Information sheet.**)

13. PERSON responsible for **payment of fees (**PARENT/ GRANDPARENT/ GUARDIAN)**:**

NAME Telephone No.(Landline) Cell Number E-mail address

....

SIGNATURE: ..... DATE yyyy / mm / dd

ARE YOU A MEMBER IN FULL STANDING OF THE UPCSA? YES / NO

TO BE FILLED IN BY MINISTER, INTERIM MODERATOR or SESSION CLERK:

(Session Clerk only in the absence of the Minister or if Interim Moderator is not available, please)

N.B. NOT TO BE FILLED IN BY APPLICANT!

	FULL FIRST NAME(S)	SURNAME
14. MINISTER :	**.....**	**.....**
or INTERIM MODERATOR :	**.....**	**.....**
or SESSION CLERK	**.....**	**.....**

TELEPHONE NUMBER(S): Landline: ..... Cell: .....

E-MAIL ADDRESS (of person signing this page): .....

FULL ADDRESS OF CONGREGATION:

STREET ADDRESS: POSTAL:

....

....

....

....CODE .....

E-MAIL ADDRESS (of congregation): .....

RUBBER STAMP OF CONGREGATION:

.RUBBER STAMP.
.RUBBER STAMP.
RUBBER STAMP
.RUBBER STAMP
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REMARKS:.....

.....

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.....

.....

I certify that the **applicant (if over 18 years of age) and/or Responsible Adult** (Parent/Guardian) is known to me and is **a full communicant member of my congregation** and that, as far as I know, the information provided is correct.

SIGNATURE: ..... DATE: yyyy / mm / dd

CHECK LIST TO ENSURE THAT ALL REQUIREMENTS HAVE BEEN MET:

APPLICATION for HIGH SCHOOL STUDY

BEFORE MAILING YOUR APPLICATION FORM,
ENSURE THAT THE FOLLOWING ARE IN ORDER:

TICK IF DONE:

1) HAVE **YOU WRITTEN YOUR ESSAY** (on page 3)?
NB it must be **HAND-WRITTEN BY YOU**! ☐

2) HAVE YOU ATTACHED
A **CERTIFIED COPY OF YOUR TERM II SCHOOL REPORT**? ☐

3) **ONLY IF OVER 18 YEARS:** a) **COPY** OF YOUR CONFIRMATION CERTIFICATE – **DO NOT** SUBMIT THE ORIGINAL
OR b) Letter from Minister explaining why this is not possible. ☐

4) YOUR PARENTS', GRANDPARENTS', GAURDIAN'S **PROOF OF INCOME**
i.e. copy of latest payslip, **or** proof of receipt of a pension / government grant
or a letter from your minister confirming your family member/guardian's work situation
or for informal sector workers, some pensioners, etc: an affidavit stating the amount of any income received from whatever source ☐

5) HAS YOUR PARENT / GRANDPARENT / GUARDIAN COMPLETED THE FAMILY DETAILS SECTION ON AND SIGNED YOUR FORM (Page 4)? ☐

6) HAS YOUR MINISTER / INTERIM MODERATOR / SESSION CLERK SUPPLIED REQUESTED INFORMATION AND SIGNED YOUR FORM (Page 5)? ☐

7) HAS YOUR FORM BEEN STAMPED WITH CONGREGATION STAMP? ☐

IF **ALL** THE ABOVE HAVE BEEN COMPLETED AND YOU CAN HONESTLY TICK EACH BOX, THEN YOU ARE READY TO SUBMIT YOUR APPLICATION.

TAKE NOTE: YOUR APPLICATION IS NOT COMPLETE UNTIL YOU HAVE SUBMITTED YOUR FINAL REPORT / OFFICIAL MATRIC RESULTS FOR 2014
AND ALL OUTSTANDING DOCUMENTS (anything that is not ticked above).
KEEP A COPY of this page so that you know WHAT MUST STILL BE SUBMITTED.

8) HAVE YOU SUBMITTED YOUR FINAL SCHOOL REPORT FOR 2014? ☐

DO NOT SUBMIT YOUR APPLICATION FORM IF **ANY** OF THE BOXES 1) to 7) HAS NOT BEEN TICKED, **UNLESS YOU EXPLAIN WHY** THE BOX HAS NOT BEEN TICKED, AND HOW AND WHEN YOU WILL BE ABLE TO SUBMIT THE APPROPRIATE DOCUMENT OR INFORMATION.

NB: **FINAL DEADLINE** for outstanding documentation is **23 DECEMBER, 2014**.